



Daily Routine

Monday to Thursday

Time (am session)	Activity
8.50	Arrival. Self-registration Free-Play
9.00	Doors locked – wall register filled in
9.30	Free-Play in and out. One member of staff to prepare snack (Mon & Thurs Music & Movement)
10.00	Start rolling snack Check re toileting
10.00 – 11.15am	Staff breaks
11.15	Give 5 minute warning
11.20	Tidy up time / Book time Check re toileting
11.25	All together time: two groups split according to large group activity and individual child's attention, understanding of subject matter. Can be theme related activity, story.
11.40	Large group time: Songs (or Story) All children toileted
11.50	Home time for those leaving. All other children to go outside.

Time (pm session)	Activity
12.10	Arrival of any PM only children. All children called in from the garden. Children to wash hands and find their name card on the table.
12.15	Eat lunch
12.40 onwards	story in quiet room for those that wish to have some quiet time
12.50	Free-Play in and out
1.00	Check re toileting
1.15–2.30	Staff breaks (last one to prepare snack)
2.20	Give 5 minute warning
2.25	Tidy up time Check re toileting
2.35	Large group time: two groups split according to large group activity and individual child's attention, understanding of subject can be theme related / one large group
2.45	Small group time (3 groups). To include snack and feedback/planning
3.00	All together time: Songs (or Story)
3.10	Home time for those leaving with Good-bye song. All children attending Afternoon Adventurers (Tues – Thurs) to go outside

Friday

Time (am session)	Activity
8.50	Arrival. Self-registration Free-Play
9.00	Doors locked – wall register filled in
9:10 – 9:30	Small group visit school library, when possible
9.15	Register (one staff member prepare snack)
9.25	Free-Play in and out
10.00	Shoes and socks off for PE (Summer term – full PE kit change)
10.05	PE in the main hall
10.25	Return to pre-school and put on shoes and socks (Summer term – change back into clothing)
10.30	Group snack on chairs, children to help hand around the plates
10.45	Free play
11:10	Five minute “tidy up time” warning
11.15	Tidy up time
11:25	Book time
11.45	Phonics session with sound of week – magic bag
11.45/11.55	Story time/songs, Show and tell
12.05/12.10	Wash hands and Lunch
12.30	Story in the quiet room for those that wish to have quiet time.
1.00	Cooking with small group
1.15 – 2.30	Staff Breaks
2.15	5 minute warning
2.20	Tidy Up time (staff member to prepare snack)
2.30	Work Out
2.35	Quiet Time
2.40	Large group snack
2.50	Story
3.00	Large group time / Singing
3.10	Home time

Note: transition activities for school may occur on Fridays in free play sessions